

State of Michigan
DEPARTMENT OF MANAGEMENT AND BUDGET
OFFICE OF STATE EMPLOYER

EMPLOYEE RECALL CHANGE FORM

(Bargaining Unit Classes Only)

Instructions on reverse side.

Date: _____

SOCIAL SECURITY NUMBER	NAME
------------------------	------

Class Title					
10 Class Code	27 List Type 3	40 Action 80	47 Seniority	57 Remove Empl. Types	60 Add Empl. Types
63 Remove Locations			83 Add Locations		
KSA				Recall Expiration	110 A/I Code

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_____/_____
Preparer's Signature *Dept. Code*

Reason for Action: _____

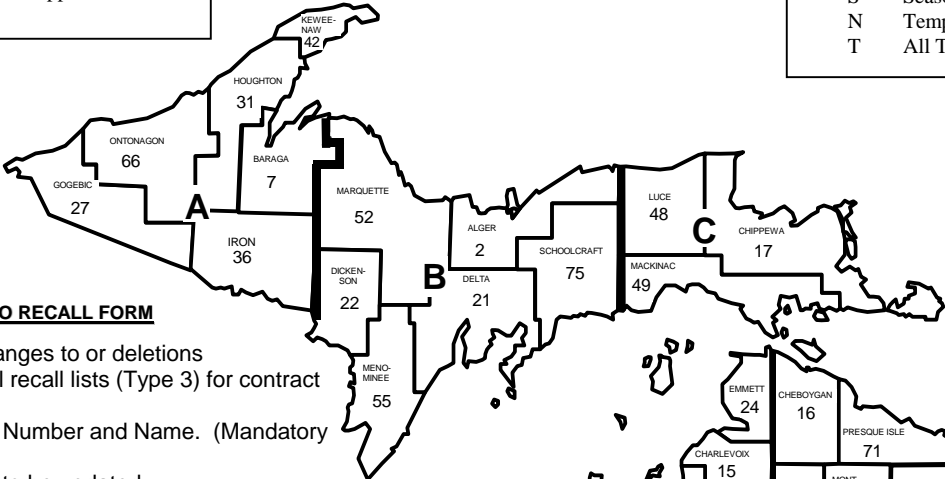
White: To Civil Service, Central Processing Unit
Canary: To preparer's files.

Race	
White	1
Black	2
American Indian	3
Alaskan Native	3
Hispanic	4
Asian/Pacific Isl.	5

Sex	
M - Male	
F - Female	
N - Handicapped Male	
G - Handicapped Female	

Employment Locations	
Statewide = 99	
Regions = Bold type letters on map (A, B, C, etc.)	
Counties = Numbers on map (27, 66, 31, etc.)	

Employment Types	
Code	Type
F	Full-time
H	Part Time
I	Intermittent
S	Seasonal
N	Temporary
T	All Types



INSTRUCTIONS - CHANGE TO RECALL FORM

- NOTE: This form is to be used for changes to or deletions from statewide inter-departmental recall lists (Type 3) for contract covered classes.
1. Enter employee's Social Security Number and Name. (Mandatory Item)
 2. Write in title and level of class to be updated.
 3. Enter the seven digit class code (or list identifier code) in field 10. Use the ACCEL Manual and Class Control File to determine the correct code for record(s) being updated. When a list identifier appears next to the class code (in the Class Control File) use the seven digit "List ID" code. (Mandatory Item)
 4. Complete seniority field, field 47, only when seniority is being changed.
 - A. This field must be completed with 6 (six) numeric characters. Precede seniority hours with filler 0's, when necessary, to fill in the six digits.
 - B. Do not use fractions of hours. Round off to the nearest full hour.
 5. Enter employment type updates using the employment type codes on the right.
 - A. If deleting employment types, enter the code(s) for the employment type to be deleted in field 57.
 - B. If adding employment types, enter employment type code(s) to be added in field 60. Limit: 3 employment types.

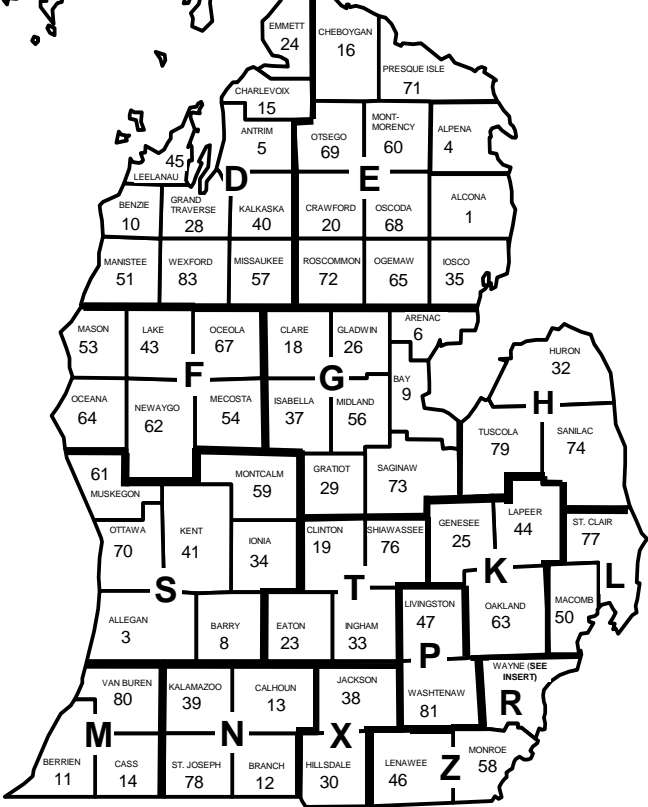
NOTE: Do not write the word "ALL" in fields 57 and 60. Use only the employment types listed on the right.
 6. Enter employment location(s) updates, using the map on the right for county/region codes.
 - A. To delete employment location(s) enter the county and/or region code(s) to be deleted in field 63.
 - B. To add location (s) enter county and/or region codes in field 83.

NOTE: Do not write the word "ALL" in fields 63 and 83. Use only the location codes listed on the right.
 7. Enter KSA code changes in field 157.

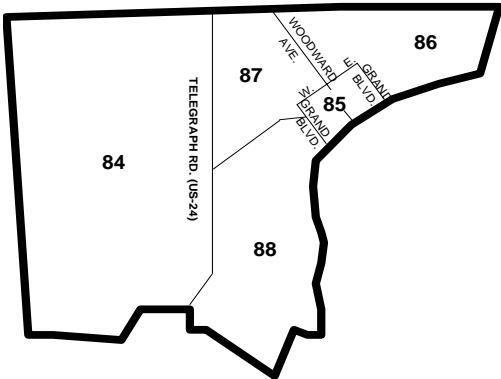
NOTE: This is an overlay field: when any entry is made in this field, all KSA codes already on the record are deleted.

 - A. Do a 010 ACCEL Inquiry to determine KSA codes already on record.
 - B. When adding KSA code(s), write in the new KSA code, including existing KSA codes to be retained.
 - C. When deleting KSA code(s), write in only the existing KSA code(s) to be retained.
 8. Enter expiration date in field 157, when recall expiration date must be changed. (Month, day, year; 01/15/88.)
 9. Enter a code "2" in field 110 to remove records from the active employment list when the employee is no longer eligible for recall.

NOTE: If A/I code is being changed to "2" (removal), do not enter employment type or location updates in field 57, 60, 63 or 83.
 10. Please sign (or initial) the completed form and enter your department code after your name or initial.



**WAYNE COUNTY
EIGHT MILE ROAD**



R = WAYNE COUNTY (DETROIT AREA)
 IF YOU ARE NOT AVAILABLE FOR ALL OF WAYNE COUNTY, YOU MAY SELECT CERTAIN AREAS OF THE COUNTY BY USING THE NUMBERS FROM THE MAP ABOVE.